

DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
CAMERON STATION  
ALEXANDRIA, VIRGINIA 22304-6100



IN REPLY  
REFER TO MMSC

117 MAY 1995

DD-4160.21-M-95-06

SUBJECT: MMSC Numbered Letter 95-06, Donations, (DoD 4160.21-M)

TO: Recipients of DoD 4160.21-M, [Defense Reutilization and Marketing Manual].  
*Change 95-06.*

This numbered letter is directive in nature and expires 1 year from the date of this letter unless sooner superseded or rescinded.

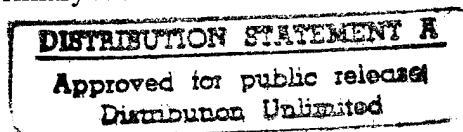
1. The purpose of this letter is to revise the policy on donations of surplus personal property contained in the Defense Reutilization and Marketing Manual, DoD 4160.21-M, Chapter XIII.
2. Pending accomplishment of a formal publication, paragraph B1[a through b], Identification of Screeners, is deleted in its entirety and revised to read:

"a. All SEA screeners will present a valid driver's license or other state-approved picture identification or GSA Form 2946 and a letter of authorization (original not a copy) from their parent organization. This letter of authorization will be updated at least annually or sooner if changes occur. The sponsoring Military Service, in the case of schools, and DRMS, in the case of national organizations, shall assure that the above actions are taken.

b. State agencies and public airports are required to present a valid GSA Form 2946, Screener's Identification Card. All screeners shall sign the Visitor/Vehicle Register."

3. Paragraph D1a is replaced with the following:

"a. SEAs which are of special interest to the armed services, as authorized in Section 203(j)(2) of the Federal Property and Administrative Services Act of 1949, as amended, are eligible to receive donations of surplus personal property. Only DoD surplus property may be donated to SEAs. Surplus property generated by the Federal civil agencies is not eligible for donation to SEAs. National organizations must be recommended (sponsored) by a Military Service and specifically approved by ODUSD (L/MDM). Attachment 1, this chapter, is a listing of approved SEA national organizations. All nominations or requests for consideration as activities of special interest to the armed services (national organizations) shall be forwarded to ODUSD (L/MDM) by the Military Service having primary interest."



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4. The following sub paragraphs are added to D1:

"b. The sponsoring Military Service may authorize individual SEAs (non-national organizations) without ODUSD approval. Information on these organizations shall be maintained by the sponsoring Military Service. The sponsoring Military Service/Training Coordinator will prepare and maintain donation agreements for each SEA (non-national organization). In lieu of separate agreements, donation agreement language may be made a part of other written requirements that may be required by the Military Service/Training Coordinator. At a minimum, donation agreements must be consistent with that of national organizations."

c. DLA will prepare and maintain individual donation agreements with each national organization. These agreements will be signed by ODUSD (L/MDM) and the national organization.

5. Paragraph D1b is revised to read "D1d"

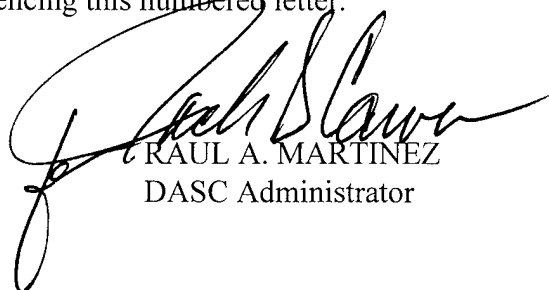
6. Paragraph D2a (1) is deleted and revised to read "before any on-site screening, assuring that its SEA representative(s) possesses a valid driver's license or other state-approved picture identification or GSA Form 2946 and a letter of authorization (original not a copy)."

7. Paragraph D2b(1) is deleted and revised to read "possessing a valid driver's license or other state-approved picture identification or GSA Form 2946 and a letter of authorization (original not a copy) from its parent organization."

8. Paragraph D2d(4) is deleted in its entirety.

9. Recipients of DoD 4160.21-M are requested to make marginal annotations to the manual at the applicable paragraph, cross referencing this numbered letter.

FOR THE DIRECTOR:



RAUL A. MARTINEZ  
DASC Administrator

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